



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

COMMISSION ON HIV MEETING MINUTES September 9, 2010

APPROVED
11/18/10

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	OAPP/HIV EPI STAFF
Carla Bailey, <i>Co-Chair</i>	Jennifer Sayles	Herman Avilez	Kyle Baker
Anthony Braswell, <i>Co-Chair</i>	Stephen Simon	Jeff Berz	Michael Green
Sergio Aviña	Robert Sotomayor	Robert Boller	Juhua Wu
Al Ballesteros	Tonya Washington-Hendricks	Blanca Corea	
Robert Butler	Kathy Watt	Miguel Fernandez	
James Chud		Susan Forrest	
Whitney Engeran-Cordova	MEMBERS ABSENT	Shawn Griffin	COMMISSION STAFF/CONSULTANTS
Douglas Frye		Miki Jackson	
David Giugni		Ayanna Kiburi (<i>by phone</i>)	
Jeffrey Goodman	Fredy Ceja	Elizabeth Marchez	Dawn McClendon
Michael Johnson	Nettie DeAugustine	Ingrid Marchus	Jane Nachazel
Ted Liso	Thelma James	Meyerer Miller	Glenda Pinney
Anna Long	Lee Kochems	Joanne Oliver	James Stewart
Abad Lopez	Bradley Land	Vicky Pulatian	Craig Vincent-Jones
Quentin O'Brien	Angélica Palmeros	Paul Scott	Nicole Werner
Jenny O'Malley	Mario Pérez	Brigitte Tweddell	
Dean Page/Terry Goddard	Juan Rivera	Sharon White	
Karen Peterson	Fariba Younai	Jason Wise	

- CALL TO ORDER:** Mr. Braswell called the meeting to order at 9:15 am.
 - Roll Call (Present):** Aviña, Ballesteros, Braswell, Butler, Frye, Giugni, Goodman, Johnson, Liso, Long, Lopez, O'Malley, Page/Goddard, Peterson, Sayles, Simon, Washington-Hendricks, Watt
- APPROVAL OF AGENDA:**
MOTION 1: Approve the Agenda Order, as presented (***Passed by Consensus***).
- APPROVAL OF MEETING MINUTES:**
MOTION 2: Approve the minutes from the 8/12/2010 Commission on HIV meeting (***Passed by Consensus***).
- CONSENT CALENDAR:**
MOTION 3: Approve the Consent Calendar with Motion 4 pulled for later consideration (***Passed by Consensus***).
- PARLIAMENTARY TRAINING:** There was no report.

6. PUBLIC COMMENT, NON-AGENDIZED:

- Mr. Griffin announced an HIV and Ethics Training on 9/22/2010, 9:00 am to 12:00 noon, Clare Foundation, Santa Monica. Alcohol and drug counselors and professionals such as MFTs, LCSWs and MFWs can earn three CEUs for \$30. For more information go to www.socialmodelrecovery.org or call 877.507.6242.
- Ms. Forrest announced the 4th Annual One Gay at a Time, a free night of LGBT comedy to celebrate National Recovery Month, 9/11/2010, Plummer Park. Reception at 7:00 pm; comedy at 9:00 pm.
- Ms. Oliver, HIV Services Coordinator, LA County Jails, announced a health fair for people who visit inmates on 9/18/2010, 9:00 am to 2:00 pm. There will be testing for HIV, Hepatitis C and STDs.
- Mr. Scott said medical marijuana collectives support HIV/AIDS work. He is launching a fundraiser for small HIV/AIDS CBOs with a minimum goal of \$1,000 per collective. The unencumbered funds will be distributed on World AIDS Day.

7. COMMISSION COMMENT, NON-AGENDIZED:

- Mr. Johnson noted the Best Program coordinated by DHS with JWCH Institute, Inc. has obtained SSI/SSDI approval for 98% of clients submitted. Time from filing to approval is down to 58 days. The pilot program has been so successful that national Social Security Administration leadership had plans of visiting two weeks later.
- Mr. Goodman said the State Major Risk Medical Insurance Board has released applications for the Pre-existing Condition Insurance Pool (PCIP), federally sponsored insurance pool resulting from health care reform. It is market rate coverage without increases for pre-existing conditions, e.g., \$400 for a 50-year-old male in the County with no annual maximum or lifetime cap. Mr. Goodman suggested that those interested should apply promptly as funding will only cover approximately 16,000 people. He will work with Mr. Vincent-Jones to add the packet to the Commission's website. Funds may be available for premiums through Health Insurance Premiums/Cost-Sharing.

8. PUBLIC/COMMISSION COMMENT FOLLOW-UP: There were no comments.

9. EXECUTIVE DIRECTOR'S REPORT:

A. RW 2010 All Grantees Meeting:

- Mr. Vincent-Jones reported the Commission presented five workshops at the All Grantees meeting including three with OAPP: Using Decision- Making Tools for Planning and Service Delivery; Comprehensive Care/Prevention Continuum; and Medical Care Coordination (MCC); Evaluation of Service Effectiveness (ESE); and Using Data in Planning and Quality, all with OAPP.
- A poster presentation on the Standards of Care Development Process won the award for Innovative Program Design.
- Ms. Bailey, Mr. Ceja and Mr. Land will discuss their experiences at a subsequent Commission meeting. Dr. Younai also attended.
- An ESE poster and Decision Analysis workshop will be presented at USCA. Ms. James will attend on a scholarship.

10. CO-CHAIRS' REPORT:

- A. Annual Meeting:** Mr. Braswell noted the meeting will be on 10/14/2010 at the Wilshire Plaza Hotel, across the street from the Commission offices. Validated parking is available in the Commission offices lot.
- B. November Meeting: Change of Date:** Mr. Vincent-Jones noted the regular November meeting date is Veteran's Day. If possible, it will be moved up one week to 11/4/2010 before the PPC meeting. Otherwise, it could be moved to 11/18/2010.

11. STATE OFFICE OF AIDS (OA) REPORT:

- Ms. Kiburi, Chief, HIV Care Branch, attended by conference call. She noted a hard hiring freeze and possible furloughs.
- Several OA staff attended All Grantees. The Part B application was released 8/25/2010 though not received by OA until 9/2/2010. A key focus at All Grantees concerned guidance emphasis on quality management, care/prevention collaboration and finding, identifying and bringing into care those unaware of their status. OA is reviewing how to enhance collaboration with an emphasis on increasing identification and linkage to care. The Part B application is on the OA website.
- HIV Care Program (HCP), MAI and HOPWA contracts remain in process due to the budget delay. She urged contractors to sign and return them as soon as possible once they are released. They will be executed after the State budget is signed.
- The HCP and Administrative Manual has been on hold, but is now being updated. It should be released in October. It supports contractors with guidance on new topics included in the Ryan White application and program focus.

- OA released its annual report to the Department of Housing and Urban Development on 9/7/2010. Comments are due back to HUD 9/14/2010.
- The budget impasse has not disrupted Medi-Cal Waiver claims or ADAP services. ADAP expenditures for clients with Medicare Part D will count towards TrOOP effective 1/1/2011. This will help clients pass through the “donut hole” to catastrophic coverage. Co-pays for non-ADAP drugs are significantly reduced at that level and ADAP will no longer have to pay 100% for formulary drugs.
- Clients without private insurance should enroll in a Part D plan for 2011. Those not enrolled in 2010 or dropped for failure to pay premiums must show proof of 2011 enrollment. Clients are encouraged to enroll in a Part D premium payment program. Open enrollment is 11/15-12/31/2010. ADAP enrollment workers and coordinators will receive more information.
- OA will release the RFP for ADAP Pharmacy Benefits Management (PBM) shortly. The current PBM contract with Ramsel Corporation Public Health expired 6/30/2010 and has been extended.
- OA is in the final stages of analyzing possible changes to the CARE/HIPP program to complement health care reform. Additional information on proposals to improve access to health insurance coverage for PWH/A will be released shortly.

A. Allocation Formulae:

- OA staff gave an explanation and rationale for test kit allocation at the prior Commission meeting, including the requested chronology of activities and conversations between OA, CDC and other stakeholders on when the allocations were proposed. OA also submitted a letter to the Commission and OAPP summarizing the process.
- ➡ Ms. Kiburi will check to see whether public comment on selection of the new PBM contractor will be accepted.
- ➡ She will also check to see whether OA will be the conduit for Medicare Part D applications.
- ➡ Ms. Kiburi will find out whether there are plans to move the Medi-Cal fee-for-service disabled population into managed health care and, if so, whether there are plans to allow more providers to participate.

13. OFFICE OF AIDS PROGRAMS AND POLICY (OAPP) REPORT:

A. Medical Care Coordination (MCC) Implementation:

- Ms. Wu, Grants Manager, OAPP, provided an MCC Implementation Plan update following the MCC Framework and Standards of Care adoption in 2007-2008.
- HRSA has provided free Technical Assistance for Donna Yutzy to facilitate the implementation since Spring 2009, including development of the RFP and related service descriptions and scopes of work, facilitation of the Transitional Advisory Group (TAG) and OAPP’s work group, and the development of a transition plan.
- The TAG provided stakeholder input for implementation plan development. The TAG comprised the Standards of Care Committee Co-Chairs; Mr. Vincent-Jones; an RN and social worker; CBO and County medical case management providers; social service providers with case management; Mr. Land, representing consumers; DHS Chronic Disease Program; DPH Maternal Child Health, and Quality Improvement programs; and Dr. Green, Mr. Vega-Matos and Ms. Wu from OAPP.
- TAG held seven meetings starting in August 2009, plus one with the Consumer Caucus. Recommendations were issued in March. It last met in August 2010. It will meet as needed in the future after the transition plan has been developed.
- The TAG process began with guiding values and principles: increasing access, maintaining patients through the transition, reducing administrative/programmatic redundancies, supporting sensitivity to the client perspective, building provider competency, ensuring implementation flexibility, making evidence-based decisions, and assuming responsibility for a quality system.
- OAPP also has an internal, parallel MCC Transition Team, led by Dr. Green, Planning Division, Dr. Sayles, Medical Director, and Mr. Vega-Matos, Care Services. The Team updated the plan to reflect TAG recommendations. It developed operations requirements, service protocols/program guidance, including screening tools, and eligibility guidelines. Assessment tools, acuity scales/guidelines, referral guidelines and suggested revisions to the standard of care are in process.
- The next step will involve the development, release and evaluation of the RFP, followed by contract implementation, including training and education for providers, consumers and staff; continued stakeholder communication; and evaluation. The consumer orientation will be developed in collaboration with the Consumer Caucus
- The OAPP Team meets twice monthly and reviews the timeline. The Commission will be updated as necessary.
- Major challenges include: multiple, major concurrent initiatives—such as Medical Outpatient and Data Management—that affect current decisions; the interdependence of these major initiatives; and the prolonged County solicitation and contracting process.
- ➡ An electronic copy of the MCC Timeline will be uploaded on the Commission website.

B. FY 2011 RW Part A Application:

- Dr. Green said the Part A application guidance has been released. The application is due 10/18/2010. Application development is underway with attention to the same changes in emphasis that Ms. Kiburi noted for Part B.

1. Community Review:

- Tentatively, the Commission review will be 10/5/2010. The planning council section is similar to last year's, with reduced points. Commission staff is putting together the necessary documentation.
- Staff intended to email a request the following week for reviewers.

C. Maintenance of Effort (MOE) Determination: The OAPP MOE report to HRSA for FY 2007 and 2008 was included in the packet.

14. HIV EPIDEMIOLOGY PROGRAM REPORT:

- Dr. Frye reported that HIV/Epi has focused on grant renewals in August, as well as two new surveillance supplemental grants. One, for Enhanced Laboratory Reporting, will be used to improve program/laboratory connections so they are HL7-compliant. The second will supplement the Geographic Information System (GIS). Both supplemental grants end with the grant year.
 - CD4 data continues to be moved into eHARS. Meanwhile, the CDC has directed elimination of all non-electronic eHARS systems. Data will go to the State and be maintained there virtually. The State expected to train two staff rather than two dozen, but Los Angeles, San Francisco and others met with the State in July to work out such issues.
 - AB 2541, the electronic reporting bill, will be essential for the new system. Mr. Baker reported no opposition, but signing delays due to the budget. A data use agreement has been signed with the State and will go to the Board in September.
 - One PHN and a couple of data analysis staff have left HIV Epi. A PHI vacancy has also been hard to fill.
- ➡ Ms. Kiburi will check on when AB 2541 might be signed.

15. PREVENTION PLANNING COMMITTEE (PPC) REPORT: Mr. Giugni said the PPC and OAPP held its Annual Data Summit 9/3/2010 at the California Endowment. About 140 people attended. He thanked the Commission for assistance. Talks included transmission co-factors for priority populations.

16. STANDING COMMITTEE REPORTS:

A. Operations Committee:

1. Policy and Procedure Manual:

- Mr. Johnson reported that the Succession Planning work group had encouraged the development of a comprehensive policies and procedures manual to document and clarify the record of Commission operations with transparent guidelines and expectations. It also provides a resource for new Commissioners and the community.
- Staff reviewed six years of Commission consistent practices, memoranda and policies to identify subjects.
- The Operations Committee will complete the Manual during FY 2010. The Table of Contents has been completed. Of the 180 policies/procedures, the Table identifies 135 to be developed and 35 to be revised. They have all been slated for completion in FY 2010, but admittedly that is an ambitious goal. Including them all in the FY 2010 Work Plan, though, keeps them at the top of the Commission's consciousness.
- Sections in the Policy and Procedure Manual are: 1) Federal Legislation and Guidance; 2) State of California Relevant Legislation and Guidance; 3) County of Los Angeles Relevant Ordinance and Policy; 4) Department of Public Health (DPH)-related Policies; 5) Los Angeles County HIV/AIDS Service Delivery System; 6) Commission Governance; 7) Duty Statements; 8) Commission on HIV Policies and Practices; 9) Committee Policies and Practices; 10) Commission Office and Staffing; and 11) Affiliated Support Structures.
- Policies/procedures will be developed by the pertinent committee/caucus and are in their respective work plans.
- Drafted policies/procedures will be submitted and opened for public comment, incorporate feedback/edits/modification, and then presented for Commission approval.

2. Pol #8.1301: Commission Representation:

- There are three revisions offered: page 4, ability to supplement costs when a member has partial scholarship/sponsorship at the Executive Director's and Commission Co-Chairs' discretion; Page 6, its related procedure; and Page 8, Scholarship/Sponsorship definition. The revisions allow those with post-paid scholarships/sponsorships to receive Commission funding and repay it after receipt of the scholarship/sponsorship.

- Mr. Johnson noted the policy/procedure was out for public comment previously. It was brought back after the Commission requested review regarding event funding for affiliated consumers.
- The Committee discussed the subject extensively. It found unanimously that funding for consumers should remain reserved for unaffiliated consumers, as the affiliated consumer or their affiliated agencies have access to other funds.
- To clarify, Mr. Vincent-Jones noted "Commission member" is anyone attached to the Commission as a Commissioner, Alternate, committee member or staff member; "consumer" is anyone who uses Ryan White services; and "unaffiliated consumer" is someone who uses Ryan White services who is not affiliated with a Ryan White Part A-funded agency, per HRSA definition. The Commission has defined "affiliated" as agency staff, member of an agency Board of Directors, or a consultant to the agency.
- Mr. Goodman felt all selections should be equally reviewed, regardless of consumer or affiliated status as professional development can benefit everyone. He added that many agencies have no travel budgets.
- Mr. O'Brien said funds should be maximized for direct patient care. He felt the policy/procedure is only for exceptions as HRSA prohibits use of funds for travel outside an EMA. He asked how much participation in the All Grantees meeting cost.
- Mr. Vincent-Jones replied that All Grantees attendance and funding was as follows: Ms. Bailey and Mr. Vincent-Jones, were paid for by the Commission's Ryan White budget, per HRSA specifications, and attended because they both had obligations at the conference. Mr. Ceja and Dr. Younai, were funded by OAPP; Dr. Younai attended because she was participating in conference presentations; Mr. Ceja was chosen to attend according to the new process. Mr. Land was sponsored by APLA to attend. HRSA requires representation at All Grantees and occasional other meetings. While the expenses were not final, he estimated that the Commission spent about \$2,000, within the budgeted line item for that purpose; other costs were shouldered by other sources.
- He added that contrary to assertions, the policy/procedure also applies to participation in conferences and meetings, overall, and paid for by other funding sources besides HRSA. It does not cap Commission expenditures for that purpose, as that is done annually in the Commission budget.
- Attendees are selected according to needs of the event, e.g., to do a presentation. Selection of additional unaffiliated consumers is based on the previously Commission-approved application for such events and available funding.
- Selections are made by the Commission Co-Chairs and the Executive Director as has been the common practice. The policy simply operationalizes it and makes the process more transparent.
- Mr. O'Brien felt the policy/procedure should be explicit to the out-of-town budget line item as it is common practice to shift budget funds due to expenditure fluctuations during the course of a fiscal year. Mr. Butler and Mr. Page felt the amendment was unnecessary.
- ➡ Review to ensure clear use of terms throughout and add "unaffiliated consumer" to the list of definitions.
- ➡ Add variance procedure requiring Executive Committee approval when costs exceed the budgeted line item.

MOTION 4A (Engeran-Cordova/Kochems): Amend Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events," to include "...consistent with the approved budget travel dollars..." (**Passed: 7 Ayes; 6 Opposed; 7 Abstentions**).

MOTION 4B (Lopez/Page): Amend Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events" to include detail of what expenses are reimbursed (**Passed by Consensus**).

MOTION 4: Approve Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events," as amended (**Passed by Consensus**).

3. **Membership Nominations:**

MOTION 5: Nominate Al Ballesteros to the District 1 representative seat and forward to the Board of Supervisors for appointment (**Passed as part of the Consent Calendar**).

B. **Standards of Care (SOC) Committee:**

1. **ESE Provider Surveys:**

- Mr. Vincent-Jones reported the Committee reviewed HIV Medical Outpatient Providers (HMOP) Caucus comments at its 9/2/2010 meeting. Several revisions were identified. One agency's comments had not been received, so the Committee determined to hold final revisions for the comments, which were received 9/7/2010.
- HMOP comments included questioning the value of doing ESE. The Committee strongly supports its value, including those aspects reflected in the survey. A public participant recommended clarifying these reasons. The

Committee agreed to add introductory information on reasons for doing ESE, the role of best/promising practices information—which is the primary subject of the survey, and to what degree answers may shift overall ESE scores. The Committee expects answers will have minimal effect on scores due to the nature of the overall ESE, and the relative value of the best/promising practices information to the ESE. However, the best/promising practice information will help identify practice trends/issues for later review.

- The Committee has previously sought as much data as possible from OAPP, but will check again to see if any additional data collected by OAPP can be used as surrogate data for some of the best promising/practices survey questions.
- OAPP has offered to put the survey on Survey Monkey after revisions are finalized. It was hoped that the survey could be released by month's end.

2. Pol #9.6202: SOC Development/Oversight:

MOTION 6: Approve Policy #9.6202: "Standards of Care Development and Oversight," as presented (*Passed as part of the Consent Calendar*).

C. Joint Public Policy (JPP) Committee: The annual Legislative Agenda meeting will be 9/23/2010, 1:00 to 5:00 pm.

1. **Federal Health Care Reform:** JPP formed a work group to address the subject and will report back on progress.
2. **State Budget 2010-2011:** There has been no progress on the budget.

D. Priorities & Planning (P&P) Committee: Mr. Goodman noted P&P formed subcommittees/work groups on several subjects. Its next regular meeting was schedule for 9/28/2010, 1:30 to 4:30 pm.

17. CONSUMER CAUCUS REPORT:

- The last Caucus meeting focused on OAPP responses to questions from "Meet the Grantee" meetings and found them insufficient. The Caucus will be sending a response, asking for more specific information focused on how issues are being addressed and/or were resolved, not the agencies, personnel or specifics of complaints.

18. PUBLIC HEALTH/HEALTH CARE AGENCY REPORTS: There were no reports.

19. TASK FORCE REPORTS:

- Mr. Aviña said the Latino Task Force has been a PPC ad-hoc committee meeting for about 18 months. Its last meeting will be 9/17/2010, but it is discussing transition to a permanent body under the Commission to continue its work.
- Meanwhile, Task Force draft recommendations will be sent out for Latino stakeholder review in the next two weeks. The recommendations will be presented to both the PPC and Commission once finalized.

20. SPA/DISTRICT REPORTS:

- Ms. White, SPA 6, noted concern about the SPA 6 "Meet the Grantee" site. Mr. Vincent-Jones reiterated his commitment to arrange a conference call to discuss the SPA 6 site with Ms. White, Ms. Washington-Hendricks and others, if interested.
- The regular SPA 6 meeting will be 9/14/2010, 9:30 to 11:30 am, at Charles Drew. A special meeting is also being scheduled for Mr. Pérez to speak with SPA 6 providers.

21. COMMISSION COMMENT:

- Mr. Chud requested speakers identify the meaning of acronyms to reduce confusion. He also recommended that the Commission develop a list of acronyms and their meanings which could be routinely updated list. Mr. Johnson replied there is a list which is being updated and will be posted to the website.

23. ANNOUNCEMENTS: There were no announcements.

24. ADJOURNMENT: Mr. Braswell adjourned the meeting at 11:30 am.

- A. Roll Call (Present):** Aviña, Bailey, Braswell, Butler, Chud, Engeran-Cordova, Frye, Giugni, Goodman, Johnson, Liso, Long, Lopez, O'Brien, O'Malley, Page/Goddard, Peterson, Sayles, Simon, Sotomayor, Washington-Hendricks, Watt

Commission on HIV Meeting Minutes

September 9, 2010

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MOTION AND VOTING SUMMARY		
MOTION 1: Approve the Agenda Order.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION 2: Approve the minutes from the 8/12/2010 Commission on HIV meeting.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION 3: Approve the Consent Calendar with Motions 4 and 6 pulled for later consideration.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION 4A (Engeran-Cordova/Kochems): Amend Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events," to include "...consistent with the approved budget travel dollars..."	Ayes: Braswell, Engeran-Cordova, Goodman, Lopez, O'Brien, Peterson, Simon Opposed: Aviña, Bailey, Butler, Giugni, Johnson, Page Abstention: Chud, Liso, Long, O'Malley, Sayles, Washington-Hendricks, Watt	MOTION PASSED Ayes: 7 Opposed: 6 Abstentions: 7
MOTION 4B (Lopez/Page): Amend Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events" to include detail of what expenses are reimbursed	<i>Passed by Consensus</i>	MOTION PASSED
MOTION 4: Approve Policy #8.1301: "Commission Representation at Conferences, Meetings and Other Sanctioned Events," as presented.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION 5: Nominate Al Ballesteros to the District 1 representative seat and forward to the Board of Supervisors for appointment.	<i>Passed as part of the Consent Calendar</i>	MOTION PASSED
MOTION 6: Approve Policy #9.6202: "Standards of Care Development and Oversight," as presented.	<i>Passed as part of the Consent Calendar</i>	MOTION PASSED